

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

DD/S 72-4558

8 December 1972

MEMORANDUM FOR: All Support Officers

SUBJECT : Optional Car Rental Insurance

1. There is continuing evidence that employees who are authorized the use of rental cars in connection with official travel often are not aware that the cost of optional car rental insurance to cover the normal \$100 deductible is not reimbursable. As you know Agency regulations [ ] were revised effective 1 February 1972 to be more explicit on this point. STATINTL

2. Although employees contemplating some personal use of vehicles rented for official travel may wish to purchase the optional insurance for their own protection, we believe they should be aware that the cost of such insurance is not reimbursable. It is suggested, therefore, that each office responsible for the preparation of travel orders bring the provisions of [ ] to the attention of each traveler who is provided travel orders containing an authorization for car rental. A flyer such as is attached might be useful for this purpose. This practice need be followed only until it is considered that travelers in general are aware of this regulation.

STATINTL

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Thomas B. Yale  
Director of Finance

Attachment

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